

STATINTL

PERSONNEL

HN [REDACTED]

STATINTL

EXPERIMENTAL FLEXIBLE AND COMPRESSED WORK SCHEDULES

1. GENERAL

a. This notice modifies the Agency's previous policy regarding experimental flexible and compressed work schedules.

b. The Agency will expand its experimental program of flexible and compressed work schedules and conduct an experimental program on an Agency-wide basis going beyond the 40-hour workweek to encompass a framework of 80 hours in a pay period. The new 80-hour framework allows for the carry over of credit hours for future use in a flexible work schedule and for the popular 5/4-9 plan currently being used elsewhere in the Government.

c. The 5/4-9 plan is an example of a compressed work schedule having an 80-hour biweekly work requirement in less than 10 workdays. Under this plan, employees work a fixed schedule of five days one week and four days the next for a total of 80 hours in nine days per pay period.

d. For employees working a flexible work schedule, credit hours may now be carried over from week to week within a biweekly pay period. In addition, a maximum of 10 credit hours may be carried over from biweekly pay period to biweekly pay period. The component may limit the time frame within which employees may use credit hours (e.g., within the next four pay periods).

2. POLICY

a. Agency managers are encouraged to conduct experiments with flexible and compressed work schedules where their application is expected to benefit both the Agency and its employees. Also, whenever alternative work schedules are determined to be feasible, employees are encouraged to participate on a voluntary basis.

3. RESPONSIBILITIES

a. Operating Officials and Heads of Independent Offices will:

(1) Establish essential duty hours with minimum staffing requirements in experimenting components and develop schedules for providing such coverage.

ILLEGIB

TRANSMITTAL SLIP		DATE <u>10/29/80</u>
TO: [REDACTED]		STATINTL
ROOM NO.	BUILDING	
REMARKS:		
<p>The attached is O.K. by me, however, I would not want to be the person who was trying to keep up with employees working under Para 1 D. schedule</p> <p>[REDACTED]</p>		
STATINTL		
FROM:		
ROOM NO.	BUILDING	EXTENSION

FORM NO 241
1 FEB 55REPLACES FORM 36-8
WHICH MAY BE USED.

(4)

ROUTING AND TRANSMITTAL SLIP		Date <u>10-29-80</u>
TO: (Name, office symbol, room number, building, Agency/Post)		Initials Date
1. [REDACTED]		STATINTL
2.		
3.		
4.		
5.		
Action	File	Note and Return
Approval	For Clearance	Per Conversation
As Requested	For Correction	Prepare Reply
Circulate	For Your Information	See Me
Comment	Investigate	Signature
Coordination	Justify	
REMARKS		
<p>What a night mare for T/A clerks. Let's return to straight day work with regular evening and mid-night shift schedules. I refer to each component whether or not they use compressed time. Admin will not. We are too small an office and personnel have to back stop each other.</p> <p>[REDACTED]</p>		
		STATINTL

DO NOT use this form as a RECORD of approvals, concurrences, disposals, clearances, and similar actions

FROM: (Name, org. symbol, Agency/Post)

Room No.—Bldg.

Phone No.

4502

TRANSMITTAL SLIP		DATE 29 OCT 1980
TO: <i>EO (1)</i>		
ROOM NO.	BUILDING	
REMARKS: <i>[REDACTED] has action. pls comment to him by COB 30 Oct. (copies sent PO/ODP, C/AS + DD/A/ODP)</i> <i>70 C/AS</i>		
FROM: D/ODP/DDA 2-D-00 HQS. x4011		
ROOM NO.	BUILDING	EXTENSION

FORM NO. 241
1 FEB 55REPLACES FORM 38-8
WHICH MAY BE USED.

(47)

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